



Administrative Use Permit Application and Instructions

PROCEDURE FOR FILING AN APPLICATION FOR AN ADMINISTRATIVE USE PERMIT

1. **WHO MAY FILE:** An application for an Administrative Use Permit may be applied for by the property owner and/or his representative. The owner in all cases must sign the application. All applicants must designate a contact person for the administrative use permit application. The City requires the name, address and telephone number for that contact person. The applicant is responsible for notifying the City if the contact person or entity's address or phone number changes.
2. **APPLICATION:** The application forms may be obtained from the Auburn Planning Department. ***Be sure to complete the application in its entirety.*** An incomplete application may cause delay in processing your permit. ***Seven (7) copies of the application and site plan are required.***
3. **CONSOLIDATED REVIEW:** If the applicant has other permits that he/she would like to be processed concurrently with the Administrative Use permit, the applicant may request, and the City will conduct, an integrated and consolidated permit review process. The optional consolidated review provides an opportunity for all permit applications related to a project to be reviewed at the same time.
4. **STAFF REVIEW:** Upon receipt of a complete application, the Planning Director shall within fifteen (15) working days either approve or deny the permit. The process may be longer if an environmental review is required. Please contact the Planning Department before you submit the application to determine if an environmental review is required. The permit will not be approved until the environmental review is complete. Incomplete applications or applications that require more information may delay the review of your application.

The Director's decision will be forwarded to the applicant and all property owners within 200 feet of the proposed use. The decision will also be posted within 200 feet of the proposal. The Director's decision will be final, subject to appeal.

5. **APPEAL OF PLANNING DIRECTOR'S DECISION:** Any affected party may appeal the Planning Director's decision. The appeal must be filed within fourteen (14) working days of the date of mailing of the Director's decision. Upon receipt of an appeal, it will be scheduled for the next available Hearing Examiner meeting.
6. **SITE PLAN:** The application shall be accompanied by a plan showing the following:
 - Vicinity map,
 - Name, address, phone number of property owner,
 - Name, address, phone number of engineer or agent,
 - Boundaries and dimensions of property,
 - Adjacent public streets,
 - Easements, existing and proposed,
 - Location and size of all existing and proposed utilities,
 - Location of buildings, including setbacks
 - Location and layout of off-street parking
 - Location and height of fences,
 - Location and size of signs,
 - Landscape detail,
 - Indication of height of buildings,
 - The site plan shall be properly dimensioned and drawn at a scale not less than 1 inch equals forty (40) feet. The site plan must be easily reproducible and on a sheet size no larger than 24 inches by 36 inches, more sheets may be allowed, if necessary. ***A reproducible and seven (7) copies of the site plan shall be submitted at time of application.***

7. **FEES:** \$415.00.

**ADMINISTRATIVE USE
PERMIT APPLICATION**

APPLICANT'S NAME

APPLICATION NUMBER

Sec. Twp. Rng.: _____

Date Received: _____

Area Code: _____

Date Granted: _____

Staff Project Coordinator: _____

Do Not Write Above This Line

APPLICANT: COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDED SPACE IS NEEDED, ADD THE ADDITIONAL REQUIRED PAGES TO THIS APPLICATION.

I (we), the undersigned, OWNER(S) of property numbered opposite my (our) names(s) hereby petition for an Administrative Use Permit for the following use: (describe use below in detail)

- _____
- _____
- A. How is the property involved in this application more suitable for the Administrative Use Permit than those uses permitted in the present zoning classification?

B. Why is the Administrative Use Permit compatible with the other existing uses in the area?

C. Why is the Administrative Use Permit compatible with the existing zoning in the area?

D. Why is the Administrative Use Permit consistent with the Comprehensive Plan for the area?

ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND ITS ATTACHMENTS

PARCEL NUMBER	NAME, ADDRESS & PHONE NUMBER OF PROPERTY OWNER (Please Print)	SIGNATURE
_____	_____	_____

Fax number _____

E-mail address _____

_____	_____	_____

Fax number _____

E-mail address _____

DESIGNATED CONTACT PERSON:

Name: _____	_____
	Signature

Address: _____

City/Phone: _____

Fax number _____

E-mail address _____

Indicate Method for Future Notifications

Fax _____ Mail _____ Telephone _____ E-mail _____

PLEASE NOTE THAT THE SITE PLAN MUST ACCOMPANY THIS APPLICATION

LEGAL DESCRIPTION OF PROPERTY

FEE PAYMENT: \$415.00

CASHIER'S INITIALS: _____

T.R. # _____

DATE RECEIVED: _____